THE ROAD TRANSPORT CORPORATIONS ACT, 1950 (LXIV OF 1950).

G. N., H. D., No. 1780/5, dated 14th April 1952 (B. G., Pt. I, p. 2696).

In exercise of the powers conferred by section 3 of the Road Transport Corporations Act, 1950 (LXIV of 1950), the Government of Bombay is pleased to establish a Road Transport Corporation for the areas specified in the Schedule appended hereto, under the name of the Bombay State Road Transport Corporation. S. 3.

Schedule.

Areas comprised in the Greater Bombay and districts of Ahmedabad, Kaira, Panch Mahals, Broach, Surat, Thana, Dangs, Ahmednagar, Nasik, Poona, Sholapur, Satara North, Satara South, Kolhapur, Belgaum, Bijapur, Dharwar, Kolaba, Ratnagiri, Kanara, Sabar Kantha, Banas Kantha, Amreli, Mehsana. Baroda, East Khandesh and West Khandesh.

G. N., H. D., No. 5208/6, dated 12th April 1952 (B. G., Pt. IV-A, p. 405).

In exercise of the powers conferred by section 44 of the Road Transport Corporations Act, 1950 (LXIV of 1950), the Government of Bombay is pleased to make the following rules, namely :— S. 44. **Bombay State Road Transport Corporation Rules, 1952.**

CHAPTER I.

PRELIMINARY.

1. *Short title.*—These rules may be called the Bombay State Road Transport Corporation Rules, 1952.

2. *Definitions.*—In these rules, unless there is anything repugnant in the subject or context,—

(*a*) "Act" means the Road Transport Corporations Act, 1950;

(*b*) "Bombay State Transport Employees' Service Regulations" means the regulations made by the Corporation under clause (*c*) of sub-section (*2*) of section 45 of the Act;

(*c*) "Division" means such areas as may be established by the Corporation from time to time for the proper operation and control of its undertaking from the administrative point of view;

(*d*) "Schedule" means a Schedule annexed to these rules.

CHAPTER II.

CONSTITUTION OF CORPORATION.

3. *Constitution.*—(1) The Corporation shall consist of eleven members including the Chairman, out of which five shall be ex-official and six non-official members.

(2) Three of the ex-officio members shall be nominated by the State Government as its representatives, and the other two ex-officio members shall be nominated by the Central Government as its representatives. The contributing Governments may appoint one or more of its representatives to be whole-time members of the Corporation.

(3) The six non-official members shall be appointed by the State Government so as to include representatives of industries, agriculture, labour and commerce.

The non-official members shall be part-time members.

(4) The State Government shall appoint one member of the Corporation as Chairman and shall also appoint one other member as Vice-Chairman.

4. *Term of Office.*—The members other than ex-officio shall hold office for a period of three years from the date of their appointment and shall be eligible for re-appointment.

5. *Emoluments of Members.*—(1) The non-official members shall hold their offices in an honorary capacity.

(2) An official member appointed as a whole-time member shall be entitled to such salary and allowances as may be specified by the State Government of the Central Government Official members who are part-time members shall not be eligible to any allowance except as provided in Rule 6.

6. *Travelling and Daily Allowances.*—(1) All non-official members including the Chairman and Vice-Chairman shall be eligible to draw the travelling allowance at the rate of two first class fares and a daily allowance at the rate of rupees twenty per day subject to such other conditions as the Corporation may prescribe in the case of its own officers.

(2) The official members, who are part time members shall be eligible to draw such travelling and daily allowances as may be admissible to them under the rules governing such members :

Provided that such members shall not draw travelling or daily allowance admissible under these rules if for the same journey or for the same halt they have drawn travelling or daily allowance as the case may be from the Government treasury.

7. *Temporary Vacancy.*—All casual vacancies among the members shall be filled up as soon as conveniently may be in the manner provided in rule 3 by the State Government: provided the vacancies among the members representing the Central Government shall be filled up by the Central Government. The person appointed to fill a casual vacancy shall hold office so long as the member in whose place he is appointed would have held it if the vacancy had not occurred.

8. *Quorum.*—The number of members necessary to constitute a quorum at a meeting of the Corporation shall be five including the Chairman.

9. *Termination of service and resignation of General Manager and Chief Accounts Officer.*—Except as otherwise expressly provided in any individual case by the terms of his contract—

(*a*) the State Government may terminate the services of the General Manager and the Chief Accounts Officer by giving six months' notice ;

(*b*) the General Manager or the Chief Accounts Officer may resign his office by giving three months' notice in writing to the State Government ; but if the State Government so directs he shall not vacate his office after the expiry of the said period of three months until such time as he is relieved thereof.

CHAPTER III.

Financial Structure.

10. *State Transport working fund.*—(1) The Corporation shall have a fund under section 27 called the State Transport Working Fund.

(2) The monies belonging to the said fund may also be deposited in such Government treasuries or sub-treasuries, in the State of Bombay as the Corporation may deem fit.

11. *Depreciation Fund, Reserve Fund, and other Allowances from Gross Receipts* (1) *Depreciation Fund.*—The Corporation shall constitute Depreciation Fund by contributing every year from out of the revenue receipts, an amount not less than that calculated at the rates mentioned below :—

(*a*) For petrol driven vehicles—on basis of a life of one hundred fifty thousand miles.

(*b*) For diesel oil driven service vehicles—on basis of a life of two hundred forty thousand miles.

(*c*) Departmental vehicles—20 per cent. of the cost of the vehicles in the case of those run on petrol and 12½ per cent. in the case of those run on diesel.

(*d*) Building at 2·5 per cent. of their cost.

(*e*) Machinery, equipment and electrical installation—at 10 per cent. of their cost.

(*f*) For other capital assets—at 6¼ per cent. of their cost.

(2) *Insurance Fund.*—The Corporation shall establish an Insurance Fund by contributing a sum of Rs. 155 per vehicle per annum. Any amount due from the Corporation in respect of any claim arising out of accidents by or to the vehicles of the Corporation shall be paid out of this Fund.

(3) The Corporation shall constitute a fund to cover risk of or loss or damage to the property of the Corporation other than its motor vehicles by contributing such amount every year out of gross receipts on revenue account as it may determine.

(4) *Reserve Fund.*—The Corporation shall constitute a Reserve Fund by contributing every year a sum equal to 4 per cent. of the gross receipts on revenue account or such sum out of the gross receipts as is available after meeting the working expenses inclusive of the appropriations towards the Depreciation and the Insurance Funds set up under clauses (1), (2) and (3) above, the interest and dividend payable under section 28, and any other liabilities under the Act and these rules or any other law for the time being in force, whichever is less. The Reserve Fund shall be available to meet the commitments of the Corporation prescribed under the Act and these rules or any other law for the time being in force whenever, in any year, the receipts of the Corporation are not sufficient for the purpose, and with the previous approval of Government for any other purpose.

(5) The unspent balance of the Funds constituted under sub-rules (1) to (4) above and rule 12 below during any year shall be carried forward to be utilised in the subsequent year or years as the Corporation may decide : Provided that, the Corporation shall be entitled to take temporary advances for a period not exceeding twelve months of 75 per cent. of the balances in these Funds for ways and means purposes or as working capital, provided further Government may permit additional advances for specific purposes on such conditions as it may consider fit to impose.

12. The Corporation shall constitute an Amenities Fund by Contribution 1 per cent. of the net profits to the Fund every year. The unspent balance of the Fund so contributed during any year shall be carried forward to be utilised in the subsequent year or years as the Corporation may decide.

CHAPTER IV.

BUDGET.

13. *Form of Budget.*—(1) The Budget Estimate of the Corporation shall consist of six parts :

Part I.—A detailed estimate of expenditure on capital account ;

Part II.—A detailed estimate of (*a*) receipts and (*b*) the expenditure on revenue account ;

Part III.—A detailed estimate of contribution from the State Government and the Central Government and other receipts on capital account to be exhibited under various heads to show the nature of the receipts ; and a summary of the amounts due to and by the Central and State Governments ;

Part IV.—Expenditure statement regarding funds, deposits and advances ;

Part V—A detailed statement of the appropriation of net profits ;

Part VI.—Cash account of the State Transport Working Fund ;

Part VII.—Summary of the Financial Results of the Corporation.

(2) The Budget estimates shall give the anticipated receipts and expenditure for the financial year to which it pertains under the Major, Minor, Sub and detailed Heads of account in the form in Schedule I. It should also clearly indicate the extent to which amounts from any of the Funds with the Corporation are proposed to be appropriated towards expenditure during the course of the year.

14. *Procedure for forwarding Budget to Government.*—(1) The budget estimates for any year shall be laid before the Corporation on or before the 1st day of December of the previous year and after it is approved by the Corporation shall be forwarded to the State Government for approval on or before the 15th December. The State Government shall approve of the budget before the 15th January after making such amendments and alterations as it considers necessary.

(2) The budget thus amended or altered and approved shall constitute the budget of the Corporation for the ensuing financial year and shall be issued under the seal of the Corporation and signed by the Officer or Officers of the Corporation duly authorised in this behalf. Authenticated copies of the budget shall be forwarded to the Central and State Governments on or before the 31st January.

15. *Sanction of Expenditure under the Grants.*—The sanction to the expenditure shall be granted under the following Grants :—

Revenue Expenditure.

(The figures in brackets refer to items in Part II of Schedule I).

Grant 1—Administration.—This grant will include expenditure on General Administration, Accounts Department, Traffic (Administrative), Expenses on departmental vehicles, and Miscellaneous expenditure. (Items I, II, III, XVI and XVII).

Grant 2—Operations.—This grant should include expenses under traffic (operational). (Item IV).

Grant 3—Workshops and Maintenance.—This grant should include expenditure on workshops and on maintenance. (Items V and VI).

Grant 4—Civil Engineering.—This grant should include expenditure on civil engineering. (Item VII).

Grant 5—General Contingencies.—This grant should include expenditure on general contingencies (of all departments excepting Civil Engineering). (Item VIII).

Grant 6—Supplies and Taxes.—This grant should include expenditure on fuel supplies, stores charges and rates and taxes. (Items IX, X and XI).

Grant 7—Petty works and repairs.—This grant should include the expenditure on repairs and maintenance of buildings and petty temporary works, experimental works and repairs to furniture and other equipment. (Items XII, XIII, XIV and XV).

Grant 8—Contribution to Funds.—This grant includes expenditure on the contributions to the various funds set up by the Corporation. (Item XVIII).

Grant 9—Interest.—This grant should include expenditure on the interest to be paid by the Corporation. (Item XIX).

Capital Expenditure.

(The figures in brackets refer to items in Part I of Schedule).

Grant 1.—Lands, Buildings and Electrical Installations. (Items 1, 2 and 3).

Grant 2.—Vehicles. (Item 4).

Grant 3.—Equipment and Machinery. (Item 5).

Grant 4.—Miscellaneous. (Item 6).

Grant 5.—Suspense. (Item 7).

Grant 6.—Compensation. (Item 8).

Grant 7.—Deduct—Expenditure to be transferred to the General and various other Funds.

16. *Contingency Fund.*—There shall be established a Contingency Fund in the nature of an imprest entitled the Contingency Fund of the Corporation into which shall be paid from and out of the State Transport Working Fund a sum of *three* lakhs of rupees. The Contingency Fund so established shall be held on behalf of the Corporation by the General Manager and no advances shall be made out of such Fund except for the purpose of meeting unforeseen expenditure pending authorisation of such expenditure by the State Government to which a report detailing the expenditure withdrawn from the Fund and the nature of emergency which necessitated such expenditure shall be sent by the Corporation as soon as possible after incurring such expenditure.

17. *Unanticipated Expenditure.*—If during the course of a year, it becomes necessary to incur expenditure over and above the provision made in the budget, it should immediately forward to the State Government the details of the proposed expenditure along with the manner in which it is proposed to meet the additional expenditure. The State Government shall either approve the proposed expenditure after making such modifications as it considers necessary, or reject it. A copy of the order of the Government on every such request shall be communicated to the Corporation and to the Accountant General.

CHAPTER V.

ACCOUNTS AND AUDIT.

18. *The form and manner of maintenance of Accounts of Corporation.*—The receipts and expenditure of the Corporation classified under the various major, minor and subordinate heads of account prescribed in Schedule I shall be booked under such further detailed heads of account as the Corporation may deem necessary for purposes of information and control.

19. *Major Heads of Account.*—The following shall be the major heads of accounts, namely :—

A.—Capital :

B.—Revenue :

C.—Capital Receipts :

D.—Funds, Deposits and Advances.

20. *Capital Expenditure.*—Capital expenditure shall represent the cost of assets of the Corporation.

21. *Major Head Revenue and minor heads under it.*—(1) Major Head "Revenue" shall cover the recurring transactions and shall be divided into the following four minor heads subject to such modifications and additions as the Corporation may think fit, namely :—

(*a*) Passenger Bus Service ;

(*b*) Goods Lorry Scheme ;

(*c*) Interest from Depreciation, Reserve and other Funds ;

and

(*d*) Net Revenue.

(2) The Corporation shall communicate forthwith to the State Government for its approval any modifications or additions made by the Corporation in the nomenclature or order of the minor heads referred to in sub-rule (1) above.

22. *Recording Debits and Credits under Funds.*—Debits and credits pertaining to the various funds shall be recorded separately under suitable minor heads under each Fund. Similarly, transactions pertaining to each group of Deposits and Advances shall be recorded under suitable minor heads.

23. *Major Head "Capital Receipts".*—The major head "Capital Receipts" shall record all contributions towards capital received from the State Government and the Central Government as well as share capital, if any, raised under sections 23 and 24 of the Act, or amounts borrowed under section 26 of the Act.

24. *Mode of Payment.*—All payments from the State Transport Working Fund shall be made through cheques issued by such officer as may be authorised by the Corporation : provided the payments amounting to less than Rupees Twenty may be made in cash.

25. *Procedure for Payment.*—(1) Subject to such limitations as the Corporation may lay down payments, other than those made from the permanent advance, shall be made after pre-audit by the Internal Auditor: provided that the Chief Accounts Officer, when circumstances justify it and no loss is anticipated to the Corporation, may make payments before audit but vouchers in respect of all such payments shall be sent to the Internal Auditor for post-audit and a monthly statement of such payments together with the reasons therefor shall be submitted to the Corporation for approval.

(2) It shall be the responsibility of the Chief Executive Officer to see that no payment from the State Transport Working Fund shall be made which is not covered by an existing budget grant or by a special sanction given under Rule 16, or which cannot be met from the Contingency Fund. Where any demand for payment is received and it is not possible to make it in view of this limitation, the Chief Executive Officer shall place the case before the Corporation with a request to secure the sanction of the Government under Rule 16 for the payment. The payment should be made only after the sanction of Government is received.

26. *Principal Books of Account.*—The principal books of accounts shall consist of the ledger, the journal and the cash book. These shall be maintained in accordance with such instruction as may be issued from time to time by the Chief Accounts Officer.

27. *Subsidiary Registers.*—Besides these principal books, such subsidiary registers as may be prescribed by the Chief Accounts Officer shall be maintained to record the receipts and expenditure in detail and to keep a proper detailed account of all assets, such as land, building, plant and machinery, vehicles and tools, stores, raw materials, spare parts, investments, advances, deposits, etc., and also to watch the clearance of suspense transactions. These subsidiary registers shall be reconciled monthly with the cash book and the ledger.

28. *Investment of Surplus Money.*—(1) Any monies lying at the credit of the Corporation and not immediately required by it for the purposes of the business of the Corporation may be invested by the Corporation in Government securities or in the securities of the Bombay Provincial Co-operative Bank Limited.

(2) The cash balances of Depreciation, Reserve and other Funds which are not immediately required for disbursement may similarly be invested.

29. *Physical verification of Stores, Tools, etc.*—A physical verification of stores tools and plants, raw materials, spare parts, chassis, stationery, ticket books, printed forms and clothing shall be made at least once a year by an officer of the Corporation specially authorised in this behalf, who is not the custodian thereof. The results of verification indicating shortages or excesses or both shall be recorded in writing and the orders of the Corporation or any officer authorised in this behalf shall be obtained thereon and action shall be taken in accordance with those orders.

30. *Annual Accounts.*—Within six months of the close of each financial year the annual accounts shall be drawn up showing the financial results of the undertaking. These accounts shall take into account all liabilities for the year incurred but not liquidated as also all expenditure incurred in the year in advance of the period to which it pertains. The annual accounts shall consist of:—

(*a*) *Statement of Capital Receipts.*—Showing the contributions due and the contributions received from the participating Governments,

(*b*) *Statement of Loan Capital.*—Showing the amount of loans borrowed, rate of interest, amount of loans repaid, balance outstanding, etc.

(*c*) *Statement of Capital Account.*—Showing on the debit side the account of capital expenditure on fixed assets at the beginning of the year, expenditure incurred during the year on the different assets, sales disposals and write-off, balance at the end of the year and on the credit side the receipts on capital account.

(*d*) *Revenue Account.*—Showing the gross earnings, direct operational costs, administration expenses, other indirect charges and net revenue.

(*e*) *Net Revenue Account.*—Showing the interest paid on capital and loans, income-tax, etc., and the appropriation of the net revenue after meeting these charges to such of the funds as are not provided for under "Working Expenses".

(*f*) *Statement of Depreciation Fund, Provident Fund, Reserve and other Funds.*—Showing the opening balance, appropriation during the year, interest realised from investments, withdrawals from the fund and balance at the end of the year.

(*g*) *Statement of Investments of Depreciation Fund, Provident Fund, Reserve and other Funds.*—Showing the investments held at the beginning of the year, investments made during the year, investments sold or disposed of and balance of investments held at the end of the year.

(*i*) *General Balance Sheet.*

31. *Internal Audit.*—The accounts of the Corporation shall be subject to internal (departmental) concurrent audit supplemented by inspections of initial records.

32. *Outside Audit.*—The accounts of the Corporation shall be audited by the Accountant General, Bombay, in the manner prescribed by him.

CHAPTER VI.

STATISTICS.

Statistical Returns and Reports.

33. (1) A report called the Operational Review shall be submitted to Government each month containing details of statistical returns and other information relating to the operation and other general progress of the undertaking.

(2) (*i*) The Operational Review shall contain details relating to :—

(*a*) the analysis of operation ;

(*b*) the vehicle position ;

(*c*) the revenue analysis ;

(*d*) the expenditure analysis including fuel consumption, staff position, consumable stores, departmental mileages, rough estimate of profit and loss on the bus mile (receipt and cost basis) and other general statistics ;

(*ii*) the Operational Review may consist of statistical statements in the forms in Schedules II to IX and such other statements as the State Government may direct.

SCHEDULE I.

[*See* Rules 13 (2) and 15.]

PART I—CAPITAL EXPENDITURE.

	Actuals, 19 . 19 .	Actuals, 19 . 19 .	Actuals, 19 . 19 .	Revised Estimate, 19 . 19 .	Budget Estimate, 19 . 19 .	Estimate approved by Admn. Deptt.	Estimate approved by F.D.
	1	2	3	4	5	6	7
(1) *Land*—							
(*a*) Land for Essential Buildings.							
(*b*) Land for Amenity Buildings..							
(*c*) Others							
Total—Land ..							
(2) *Buildings*—							
(*a*) *Pucca Buildings*—							
(1) Essential Buildings ..							
(2) Amenity Buildings ..							
(*b*) *Kutcha Buildings*—							
(1) Essencial Buildings ..							
(2) Amenity Buildings ..							
(*c*) Building Materials ..							
Total—Buildings ..							
(3) *Electrical Installations*—							
(*a*) Essential Buildings ..							
(*b*) Amenity Buildings ..							
Total—Electrical Installations ..							
(4) *Vehicles*—							
A. *Diesel*—							
(*a*) *New Passenger Buses*—							
(1) Chassis							
(2) Bodies							
(3) Complete buses ..							
(*b*) *Parcel & Goods Vehicles*—							
(1) Chassis							
(2) Bodies							
(3) Complete vehicles ..							
(*c*) *Lorries*—							
(1) Chassis							
(2) Bodies							
(3) Complete vehicles ..							
Total—A. Diesel ..							

——	Actuals, 19 . 19 .	Actuals, 19 . 19 .	Actuals, 19 . 19 .	Revised Estimate, 19 . 19 .	Budget Estimate, 19 . 19 .	Estimate approved by Admn. Deptt.	Estimate approved by F.D.
	1	2	3	4	5	6	7
B. *etrol*—							
(*a*) *New Passenger Buses*—							
(1) Chassis							
(2) Bodies							
(3) Complete buses ..							
(*b*) *Old Passenger Buses*—							
(*c*) *Parcel and Goods Vehicles*—							
(1) Chassis							
(2) Bodies							
(3) Complete vehicles ..							
(*d*) *Lorries*—							
(1) Chassis							
(2) Bodies							
(3) Complete vehicles ..							
(*e*) Stations Wagons ..							
(*f*) Pick up vans							
(*g*) Staff cars							
(*h*) Mobile Crane							
(*i*) Mobile Servicing Van ..							
(*j*) Delivery Vans							
(*k*) Motor Cycles							
Total—Vehicles ..							
(5) *Equipment*—							
(*a*) Machinery, tools and Plant ..							
(*b*) Furniture							
(*c*) Electrical Equipment ..							
(*d*) Office Equipment (including Typewriters, duplicating and accounting machines, cycles, clocks, etc.).							
(*e*) Ticket machines ..							
(*f*) Fire fighting Equipment ..							
(*g*) Medical Equipment ..							
(*h*) Photographic Equipment ..							
(*i*) Other items							
Total—Equipment ..							
(6) *Miscellaneous* ..							
Total—Miscellaneous ..							

——	Actuals, 19 – 19 .	Actuals, 19 – 19 .	Actuals, 19 – 19 .	Revised Estimate, 19 – 19 .	Budget Estimate, 19 – 19 .	Estimate approved by Admn. Deptt.	Estimate approved by F.D.
	1	2	3	4	5	6	7
(7) *Suspense*—							
(*a*) Workshop suspense ..							
(*b*) Manufacturing Account ..							
(*c*) Stores suspense—							
(1) Spare parts							
(2) Consumable stores ..							
(3) Small Tools ..							
(4) Stationery							
(5) Printing							
(6) Tickets							
(7) Fuel							
(8) Lubricant oil, grease, etc.							
(9) Tyres and Tubes ..							
(10) Batteries							
(11) Clothing							
(12) Other items							
(13) Accessories							
Total—Suspense ..							
(8) Compensation							
Total—Compensation ..							
(9) *Deduct*—Amount transferred from Funds—							
(*i*) Depreciation Fund ..							
(*ii*) Reserve Fund							
(*iii*) Other Funds (to be specified).							
Total—Amount transferred from Funds.							

PART II.

I. Revenue.

Receipts from Road Transport Scheme.	Actuals, 19 – 19 .	Actuals, 19 – 19 .	Actuals, 19 – 19 .	Revised Estimate.	Budget Estimate.	Estimate approved by Admn. Deptt.	Estimate approved by F.D.
1	2	3	4	5	6	7	8
A. *Passenger Bus Service*—							
Gross Receipts—							
(a) Passenger Fares ..							
(b) Luggage charges ..							
(c) Parcel charges ..							
(d) Reservation fees ..							
(e) Casual contracts ..							
(f) Excess Receipts ..							
Total of (a) to (f) ..							
Deduct—Refunds							
Net Receipts (A).							
B. *Goods Lorry Scheme*—							
Gross Receipts—							
(a) Luggage charges ..							
(b) Parcel charges ..							
(c) Reservation charges ..							
(d) Casual contracts ..							
(e) Excess Receipts ..							
Total (a) to (e).							
Deduct—Refunds							
Net Receipts (B).							
C. *Other Receipts*—							
(a) Sale of scrap and unserviceable Stores.							
(b) Advertisement Receipts ..							
(c) Publicity Receipts ..							
(d) Miscellaneous Receipts ..							
Total—Receipts							
Deduct—Working Expenses— ..							
Net Revenue ..							

II. Revenue.

Deduct—Working Expenses.	
I. *General Department*—	
(1) Salaries of Officers ..	
(2) Salaries of Establishment ..	
(3) Travelling allowance and other allowances.	
Total—General Department ..	

Receipts from Road Transport Scheme.	Actuals, 19 – 19 .	Actuals, 19 – 19 .	Actuals, 19 – 19 .	Revised Estimate.	Budget Estimate.	Estimate approved by Admn. Deptt.	Estimate approved by F.D.
1	2	3	4	5	6	7	8
II. *Accounts Department*—							
(1) Salaries of officers ..							
(2) Salaries of establishment ..							
(3) Travelling Allowance and other allowances.							
Total, Accounts Department ..							
III. *Traffic Department (Administrative)*—							
(1) Salaries of officers ..							
(2) Salaries of establishment ..							
(3) Travelling Allowance and other allowances.							
Total, Traffic Department (Administrative).							
IV. *Traffic Department (Operational)*—							
(1) Salaries of Drivers and Conductors.							
(2) Salaries of other staff (T. I. A. J. Controller, Booking Clerk, Cashier, etc.)							
(3) Travelling and other allowances.							
(4) Clothing and other charges—							
(*a*) Clothing ..							
(*b*) Tickets							
(*c*) Ticket accessories ..							
(*d*) Other charges ..							
Total, Traffic Department (Operational).							
V. *Workshop Department*—							
(1) Salaries of Officers ..							
(2) Supervisor and Office staff ..							
(3) Salaries of Workshop staff ..							
(4) Travelling allowances and other allowances of staff other than workshop staff.							
(5) Travelling allowances and other allowances of Workshop staff.							
(6) *Deduct*—Charges distributed over Capital Works.							
Total, Workshop Department..							

Receipts from Road Transport Scheme.	Actuals, 19 – 19 .	Actuals, 19 – 19 .	Actuals, 19 – 19 .	Revised Estimate.	Budget Estimate.	Estimate approved by Admn. Deptt.	Estimate approved by F.D.
1	2	3	4	5	6	7	8
VI. *Maintenance Department*—							
(1) Salaries of Officers ...							
(2) Salaries of Establishment ...							
(3) Travelling allowance and other allowances.							
Total, Maintenance Department ...							
VII. *Civil Engineering Department*—							
(1) Salaries of Officers ...							
(2) Salaries of Establishment ...							
(3) Travelling allowance and other allowances.							
(4) Contingencies—							
(*a*) Postage							
(*b*) Rent							
(*c*) Electrical charges ...							
(*d*) Water charges ...							
(*e*) Telephone charges ...							
(*f*) Hire of furniture ...							
(*g*) Printing and Stationery ...							
(*h*) Advertisement ...							
(*i*) Clothing							
(*j*) Miscellaneous ...							
(5) *Deduct*—Charges distributed over Capital Works.							
Total, Engineering Department...							
VIII. *General Contingencies (of all departments excepting Civil Engineering)*—							
(*a*) Postage							
(*b*) Rent							
(*c*) Electrical charges ...							
(*d*) Water charges ...							
(*e*) Telephone charges ...							
(*f*) Hire of furniture ...							
(*g*) Printing and Stationery ...							
(*h*) Advertisement ...							
(*i*) Clothing							
(*j*) Miscellaneous ...							
IX. *Fuel*—							
(1) Petrol for buses ...							
(2) Petrol for goods and parcel vehicles.							
(3) Diesel oil for buses ...							
(4) Diesel oil for goods and parcel vehicles.							
(5) Lubricating and other oils, grease etc. for buses.							
(6) Lubricating and other oils, grease etc. for goods and parcel vehicles.							
Total, Fuel ...							

Receipts from Road Transport Scheme.	Actuals, 19 – 19 .	Actuals, 19 – 19 .	Actuals, 19 – 19 .	Revised Estimate.	Budget Estimate.	Estimate approved by Admn. Deptt.	Estimate approved by F.D.
1	2	3	4	5	6	7	8
X. *Stores charges*—							
(1) Spare parts for (*a*) Buses .. Spare parts for (*b*) Goods and Parcel Vehicles.							
(2) Batteries for—							
(*a*) Buses							
(*b*) Goods and Parcel Vehicles...							
(3) Tyres & Tubes for—							
(*a*) Buses							
(*b*) Goods & Parcel Vehicles ...							
(4) Small Tools							
(5) Other consumable stores ...							
(6) Stores used for machinery ...							
(7) Repairs to Buses by outside agencies.							
(8) Repairs to Goods and Parcel Vehicles by outside agencies.							
Total, Stores charges ...							
XI. *Rates and Taxes*—							
(1) M. V. Tax and Fitness Certificates—							
(*a*) Buses							
(*b*) Goods and Parcel Vehicles.							
(2) Permit fees, Registration fees and number plates for—							
(*a*) Buses							
(*b*) Goods and Parcel Vehicles.							
(3) Wheel Tax—							
(*a*) Buses							
(*b*) Goods and Parcel Vehicles.							
(4) Rates and taxes on buildings and lands (for passenger amenities).							
(5) Rates and taxes on buildings and lands (other than for passenger amenities).							
(6) Octroi and other Municipal Taxes							
Total, Rates and Taxes ..							

Receipts from Road Transport Scheme.	Actuals, 19 - 19 -	Actuals, 19 - 19 -	Actuals, 19 - 19 .	Revised Estimate.	Budget Estimate.	Estimate approved by Admn. Deptt.	Estimate approved by F.D.
1	2	3	4	5	6	7	8
XII. *Repairs and Maintenance of Buildings, etc.*—							
(1) Office Buildings ..							
(2) Workshop Buildings ..							
(3) Depots, Garages and Nightout sheds.							
(4) Amenity Buildings such as Waiting Rooms, etc.							
(5) Repairs and Maintenance of gardens—							
(*a*) Offices ..							
(*b*) Other Buildings ..							
Total, Repairs and Maintenance of Buildings, etc.							
XIII. *Petty temporary works*—							
(1) *Essential Buildings*—							
(*a*) Petty works, additions and alterations costing up to Rs. 3,500 each.							
(*b*) Temporary works ..							
(2) *Amenity Buildings*—							
(*a*) Petty works, additions and alterations.							
(*b*) Temporary works ..							
Total, Petty temporary works ..							
XIV. *Experimental Works*— (details to be furnished)							
Total, Experimental Works ..							
XV. *Repairs to furniture and other equipment*— (details to be furnished)							
Total, Repairs to furniture and other equipment.							

Receipts from Road Transport Scheme.	Actuals, 19 - 19 .	Actuals, 19 - 19 .	Actuals, 19 - 19 .	Revised Estimate.	Budget Estimate.	Estimate approved by Admn. Deptt.	Estimate approved by F.D.
1	2	3	4	5	6	7	8
XVI. *Expenses of Departmental Vehicles*—							
(1) Wages of Drivers ..							
(2) Allowances of Drivers ..							
(3) Clothing ..							
(4) Petrol ..							
(5) Lubricants ..							
(6) Taxes including cost of number plates.							
(7) Cost of repairs including repairs done by outside agencies.							
Total, Expenses of Departmental Vehicles.							
XVII. *Miscellaneous Expenses*—							
(1) Medical Expenses ..							
(2) Legal Expenses ..							
(3) Loss of cash ..							
(4) Physical loss of stores ..							
(5) Loss due to revaluation, depreciation or deterioration of stores.							
(6) Payment under Workmen's Compensation Act.							
(7) Other Miscellaneous Expenses.							
(8) Railway Freight charges ..							
(9) Fees and allowances to Board and Committee Members.							
(10) Audit Fees ..							
(11) Art Executive Expenditure.							
Total, Miscellaneous Expenses. ..							
XVIII. *Contributions to Funds*—							
(1) Contributions to Provident Fund—							
(*i*) General Department ..							
(*ii*) Accounts Department ..							
(*iii*) Traffic Department (Administration).							
(*iv*) Traffic Department (Operational).							
(*v*) Workshop Department ..							
(*vi*) Maintenance Department							
(*vii*) Engineering Department.							
(*viii*) Other Staff ..							
Total, Contribution to Provident Fund.							

Receipts from Road Transport Scheme.	Actuals, 19 . 19 .	Actuals. 19 . 19 .	Actuals. 19 . 19 .	Revised Estimate.	Budget Estimate.	Estimate approved by Admn. Deptt.	Estimate approved by F.D.
1	2	3	4	5	6	7	8
(2) *Contributions to Depreciation Fund*—							
(*i*) Petrol Vehicles ...							
(*ii*) Diesel Vehicles ...							
(*iii*) Departmental Vehicles ...							
(*iv*) Plant and Machinery ...							
(*v*) Electrical and other Equipment.							
(*vi*) Office assets ...							
(*vii*) (*a*) Pucca Buildings other than those for passenger amenities.							
(*b*) Kutcha Buildings other than those for passenger amenities.							
(*vii*) (*a*) Pucca Buildings for passenger amenities.							
(*b*) Kutcha Buildings for passenger amenities.							
Total—Contribution to Depreciation Fund.							
(3) *Contributions to Insurance Fund.*							
(4) *Contributions to Reserve Fund.*							
(5) *Contributions to Amenities Fund.*							
(6) *Contributions to Other Funds.*							
Grand Total—Contributions to Funds.							
XIX. *Interest*—							
(1) Paid to State Government ...							
(2) Paid to Central Government..							
(3) Others							
Expenditure met from Reserve and other Funds—							
(*i*) Provident Fund ...							
(*ii*) Insurance Fund ...							
(*iii*) Reserve Fund ...							
(*iv*) Amenities Fund ...							
Total ...							
Deduct—Amount transferred from the Funds							
(*i*) Provident Fund ...							
(*ii*) Insurance Fund ...							
(*iii*) Reserve Fund ...							
(*iv*) Amenities Fund ...							
Total—Deduct ...							

PART III.

Capital Contribution	Actuals, 19 - 19 -	Actuals 19 . 19 .	Actuals, 19 . 19 .	Revised Estimate.	Budget Estimate.	Estimate approved by Admn. Deptt.	Estimate approved by F.D.
1	2	3	4	5	6	7	8
(1) Capital contribution from the Bombay Government.							
(2) Capital contribution from the Union Government.							
(3) Other receipts of a Capital nature.							

ANNEXURE TO PART III.

Summary of the amounts due to and by the participating Governments and other receipts of a capital nature.

	Actuals, 19 . 19 .	Actuals, 19 . 19 .	Actuals 19 . 19 .	Revised Estimate.	Budget Estimate.	Estimate approved by Admn. Deptt.	Estimate approved by F.D.
1	2	3	4	5	6	7	8
(1) Amounts due to Bombay Government— Details ...							
Total ...							
Deduct—Amounts due from Bombay Government— Details							
Total ...							
Net Amount ...							
(2) Amounts due to the Union Government.							
Deduct—Amount due from the Union Government—							
Net Amount ...							
(3) Other Receipts of a Capital nature— Details							
Total ...							

PART IV—FUNDS, DEPOSITS AND ADVANCES.

——	Actuals, 19 - 19 .	Actuals, 19 - 19 .	Actuals, 19 - 19 .	Revised Estimate.	Budget Estimate.	Estimate approved by Admn. Deptt.	Estimate approved by the F.D.
1	2	3	4	5	6	7	8
Funds.							
1. *Depreciation Fund*—							
(1) Amount brought forward from previous year (Opening balance).							
(2) *Add*—Amount transferred from Revenue Account.							
(3) *Add*—Interest realised on Investments.							
Total ...							
Deduct—Amount transferred to—							
(*i*) Capital Account ...							
(*ii*) Revenue Account ...							
Net Amount ...							
2. *Provident Fund*—							
(1) Amount brought forward from previous year (Opening balance).							
(2) *Add*—Amount transferred from Revenue Account.							
(3) *Add*—Interest realised on Investment.							
Total ...							
Deduct—Amount transferred to—							
(*i*) Capital Account ...							
(*ii*) Revenue Account ...							
Net Amount ...							
3. *Insurance Fund*—							
(1) Amount brought forward from previous year (Opening balance).							
(2) *Add*—Amount transferred from Revenue Account.							
(3) *Add*—Interest realised on Investment.							
Total ...							
Deduct—Amount transferred to—							
(*i*) Capital Account ...							
(*ii*) Revenue Account ...							
Net Amount ...							

——	Actuals, 19 - 19 -	Actuals, 19 - 19 -	Actuals, 19 - 19 -	Revised Estimate.	Budget Estimate.	Estimate approved by Admn. Deptt.	Estimate approved by the F.D.
1	2	3	4	5	6	7	8
4. *Reserve Fund*—							
(1) Amount brought forward from previous year (Opening balance).							
(2) *Add*—Amount transferred from Revenue Account.							
(3) *Add*—Interest realised on Investment.							
Total ...							
Deduct—Amount transferred to—							
(*i*) Capital Account ...							
(*ii*) Revenue Account ...							
Net Amount ...							
5. *Amenity Fund*—							
(1) Amount brought forward from the prievous year (Opening balance).							
(2) *Add*—Amount transferred from Revenue Account.							
(3) *Add*—Interest realised on Investment.							
Total ...							
Deduct—Amount transferred to—							
(*i*) Capital Account ...							
(*ii*) Revenue Account ...							
Net Amount ...							
6. *Sundry Debtors* ...							
7. *Deposits*							
8. Cash—*Permanent Advance*— ...							
Total ...							

ANNEXURE TO PART IV.

Funds Investment Accounts.

Actuals.	Actuals.	Actuals.	Actuals.	Revised Estimate.	Budget Estimate.	Estimate approved by Admn. Deptt.	Estimate approved by the F.D.
1	2	3	4	5	6	7	8
(1) *Depreciation Fund*—							
Opening balance of Investment ..							
Add—Amount invested ..							
Total ..							
Deduct—Amount realised on sale of investment.							
Net amount ..							
Add—Cash balance ..							
Total ..							
(2) *Provident Fund*—							
Opening balance of Investment ..							
Add—Amount invested ..							
Total ..							
Deduct—Amount realised on sale of investment.							
Net amount ..							
Add—Cash balance ..							
Total ..							
(3) *Insurance Fund*—							
Opening balance of Investment ..							
Add—Amount invested ..							
Deduct—Amount realised on sale of investment.							
Net amount ..							
Add—Cash balance ..							
Total ..							
(4) *Reserve Fund*—							
Opening balance of Investment ..							
Add—Amount invested ..							
Deduct—Amount realised on sale of investment.							
Net amount ..							
Add—Cash balance ..							
Total ..							
(5) *Amenities Fund*—							
Opening balance of Investment ..							
Add—Amount invested ..							
Deduct—Amount realised on sale of investment.							
Net amount ..							
Add—Cash balance ..							
Total ..							

PART V.

Statement of the appropriation of net profits.

(Sec. 30 of R. T. C. Act, 1950)

——	Actuals.	Actuals.	Actuals.	Revised Estimate.	Budget Estimate.	Estimate approved by Admn. Deptt.	Estimate approved by the F.D.
1	2	3	4	5	6	7	8
(1) Amount transferred to Amenities Fund ..							
(2) Amount transferred to the Bombay State under Section 30 for road development ..							

PART VI.

State Transport Working Fund.

——	Actuals.	Actuals.	Actuals.	Revised Estimate.	Budget Estimate.	Estimate approved by Admn. Deptt.	Estimate approved by the F.D.
1	2	3	4	5	6	7	8
(1) Opening balance ..							
(2) *Add*—Receipts ..							
Total ..							
(3) *Deduct*—Expenditure ..							
(4) Closing Balance ..							

PART VII.

Summary of Financial Results.

—	Accounts. 1	Revised Estimates. 2	Budget Estimates. 3	Remarks. 4
I. Capital Outlay—				Capital outlay financed by the Government of India should be given in this column.
(*a*) Land, Buildings and Electric Installation.				
(*b*) Vehicles				
(*c*) Equipment Plant and Machinery.				
(*d*) Miscellaneous ..				
(*e*) Stores Suspense, etc. ..				
(*f*) Compensation ..				
Total ..				
Total, Capital Outlay to the end of the year.				
II. Gross receipts—				Details of sundry debtors at the beginning and at the end of the year should be given separately in this column.
(*a*) Passenger Bus Service ..				
(*b*) Goods Lorry Scheme ..				
(*c*) Other Receipts ..				
Total, Receipts ..				
III. Deduct—Working Expenses—				Details of sundry creditors at the beginning and end of the year should be shown in this column.
(*a*) Administration ..				
(*b*) Operation ..				
(*c*) Workshop and Maintonance.				
(*d*) Civil Engineering ..				
(*e*) General Contingencies ..				
(*f*) Supplies and Taxes ..				
(*g*) Petty Works and Repairs,				
(*h*) Contribution to Funds ..				
(*i*) Interest ..				
Total, Working Expenses ..				
Net Revenue { Surplus (+) / Deficit (—)				

SCHEDULE II.

[*See* Rule 33 (2) (*ii*)].

I. Analysis of Operation (Month).

Name of the Division.	No. of routes taken over as on last day of the month.	Route Mileage.	Total bus mileage done.		Dead Mileage.	Per cent. of dead to effective mileage.			
						Current year.		Previous year.	
			Gross.	Effective.		Current month.	Previous month.	Current month.	Previous month.
1	2	3	4	5	6	7	8	9	10

Total for all Divisions ...

Current year ... ... { Current Month. / Previous Month.

Previous year ... ... { Current Month. / Previous Month.

SCHEDULE III.

[*See* Rule 33 (2) (*ii*)].

2. Vehicles Position (Month).

Name of the Division.	Service vehicles (AV. No. of vehicle on road per day).	Operating vehicles (Service vehicles plus 25 per cent. of operating fleet).	No. of vehicles held.	Ratio= Service vehicles. / Total No. of vehicles held.	
				Current month.	Previous month.
1	2	3	4	5	6

Name of the Division.	Average vehicles capacity.	Vehicle Utilisation. (Miles per vehicle per day).			
		Current year.		Previous year	
		Current month.	Previous month.	Current month.	Previous month.
1	7	8	9	10	11

Total for all Divisions :—

Current Year ... ... { Current Month. / Previous Month.

Previous Year ... ... { Current Month. / Previous Month.

SCHEDULE IV.

[*See* Rule 33(2) (*ii*)].

3. ANALYSIS OF REVENUE (MONTH).

Name of the Division.	Passenger earnings.	Total earnings.	Percentage of passenger earnings to total earnings.	Average earnings per vehicle per day.	Earnings per bus mile (Effective)	
					Current month.	Previous month.
1	2	3	4	5	6	7

Name of the Division.	Earnings per cent. per mile (effective).	Percentage Load Factor.			
		Current year.		Previous year.	
		Current month.	Previous month.	Current month.	Previous month.
1	8	9	10	11	12

Total for all Divisions :—

Current year ... ... { Current Month. / Previous Month.

Previous year ... ... { Current Month. / Previous Month.

SCHEDULE V.

[*See* Rule 33 (2) (*ii*)].

4-A. COST ANALYSIS AND ACTUAL.

Name of the Division.	Cost in Rs. in actual.							
	Expenditure on staff.	Fuel Cost.	Cost on consumable stores.	Insurance Depreciation and interest.	Cost on other items.	Total cost for the division.	Central office contribution.	Total cost for the whole organisation.
1	2	3	4	5	6	7	8	9

Total for all Divisions :—

Current year per bus mile ... { Current month. / Previous month.

Previous year per bus mile ... { Current month. / Previous month.

SCHEDULE VI.

[*See* Rule 33 (2) (*ii*)].

4-B. COST ANALYSIS (IN PIES PER BUS EFFECTIVE BUS MILE).

Cost per effective bus mile.							
Current year.				Previous year.			
Current month.		Previous month.		Current month.		Previous month.	
Ex. Central Office.	With Central Office.	Ex. Central Office.	With Central Office.	Ex. Central Office.	With Central Office.	Ex. Central Office.	With Central Office.
10	11	12	13	14	15	16	17

SCHEDULE VII.

[*See* Rule 33 (2) (*ii*).]

5. MAKEWISE M. P. G. (MONTH).

Name of the Divisions.	Miles per gallon according to the make and type.	Miles per gallon—Monthly average.			
		Current year.		Previous year.	
		Current month.	Previous month.	Current month.	Previous month.
		Petrol Diesel.	Petrol Diesel.	Petrol Diesel.	Petrol Diesel.

Total for all Divisions :—

Current year ... ... { Current month. / Previous month.

Previous year ... ... { Current month. / Previous month.

SCHEDULE VIII.

[*See* Rule 33 (2) (*ii*)].

6. Staff Position (Month).

Divisions.	No. of men employed.						
	Administration.	Traffic.	Workshop.	Maintenance.	Miscellaneous.	Total for current month.	Total for previous month.

Divisions.	No. of persons employed per operating vehicle.									
	No. of operating vehicles.	Current year.							Previous year.	
		Current month.						Previous month.	Current month.	Previous month.
		Administration.	Traffic.	Workshop.	Maintenance.	Miscellaneous.	Total for current month.	Total for previous month.	Total for current month.	Total for previous month.

Total for all Divisions :—

Current year ... ... { Current month. / Previous month.

Previous year ... ... { Current month. / Previous month.

SCHEDULE IX.

[*See* Rule 33(2) (*ii*).]

7. General Statistics (Month).

Divisions.	No. of Passengers travelled.	Average route distance.	Route distance travelled per passenger.	Earnings per passenger.	Average crew utilisation.	
					Active duty.	Sp. over.
					Hrs. Min.	Hrs. Min.

Divisions.	Per cent. regularity of buses.	No. of accidents.	No. of break-downs.	No. of breakdowns per 100 vehicles per day.			
				Current year.		Previous year.	
				Current month.	Previous month.	Current month.	Previous month.

Total for all Divisions :—

Current year ... ... { Current month. / Previous month.

Previous year ... ... { Current month. / Previous month.